

## Checklist – Adding a New Subject Area

- Complete the entire application, [State Form 9331](#).
- Attach a \$35.00 cashier's check or money order (made payable to the State of Indiana) to the application.
- Answer Criminal History questions 1-3. Sign your name verifying that this information and application are accurate.
- Attach the original Indiana license, to which you are adding a subject area(s), or complete and attach the Proof of Licensure form, [State Form 47871](#), if you have lost your license.

Select one of the following:

- Submit all materials to the licensing advisor at the Indiana institution where you completed the approved program for the subject area(s) to be added.
- Submit all materials and official transcripts of the out-of-state approved program to the IPSB for the subject area(s) to be added. If your credentials have not been evaluated for the addition, submit a \$35.00 cashier's check or money order for the evaluation.

Mail the completed forms to:

Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798